

(3) *First meeting.* The State coordinator will schedule the first panel meeting and will notify all panel members of the location, date, and time at least seven days prior to the meeting. Subsequent meetings will be scheduled by vote of the panel.

(4) *Records of meetings.* The panel will keep records of the minutes of the meetings, deliberations, and evaluations of the panel in sufficient detail to enable the panel to provide interested agencies or persons the reasons for its actions.

(i) *Federal Advisory Committee Act.* The Federal Advisory Committee Act shall not apply to any State rural economic development review panel.

(j) *Liability of members.* The members of a State rural economic development review panel shall not be liable to any person with respect to any determination made by the panel.

§ 1940.957 State coordinator.

The Governor will appoint an officer or employee of State government as State coordinator in order for a State to become and remain an eligible State under this subpart. The State coordinator will have the following duties and responsibilities:

- (a) Manage, operate, and carry out the instructions of the panel;
- (b) Serve as liaison between the panel and the Federal and State agencies involved in rural development;
- (c) Coordinate the efforts of interested rural residents with the panel and ensure that all rural residents in the State are informed about the manner in which assistance under designated rural development programs is provided to the State pursuant to this subpart, and if requested, provide information to State residents; and
- (d) Coordinate panel activities with FmHA or its successor agency under Public Law 103-354.

§ 1940.958 Designated agency.

The Governor will appoint a State agency to provide the panel and the State coordinator with support for the daily operation of the panel. In addition to providing support, the designated agency is responsible for identifying:

(a) Alternative sources of financial assistance for project preapplications/applications reviewed and ranked by the panel, and

(b) Related activities within the State.

§ 1940.959 Area plan.

Each area plan submitted to the panel for review in accordance with § 1940.956 of this subpart shall identify the geographic boundaries of the area and shall include the following information:

(a) An overall development plan for the area with goals, including business development and infrastructure development goals, and time lines based on a realistic assessment of the area, including, but not limited to, the following:

- (1) The number and types of businesses in the area that are growing or declining;
- (2) A list of the types of businesses that the area could potentially support;
- (3) The outstanding need for water and waste disposal and other public services or facilities in the area;
- (4) The realistic possibilities for industrial recruitment in the area;
- (5) The potential for development of tourism in the area;
- (6) The potential to generate employment in the area through creation of small businesses and the expansion of existing businesses; and
- (7) The potential to produce value-added agricultural products in the area.

(b) An inventory and assessment of the human resources of the area, including, but not limited to, the following:

- (1) A current list of organizations in the area and their special interests;
- (2) The current level of participation of area residents in rural development activities and the level of participation required for successful implementation of the plan;
- (3) The availability of general and specialized job training in the area and the extent to which the training needs of the area are not being met;